



# Information Technology Services

**Support Phone:** (201) 360-4310

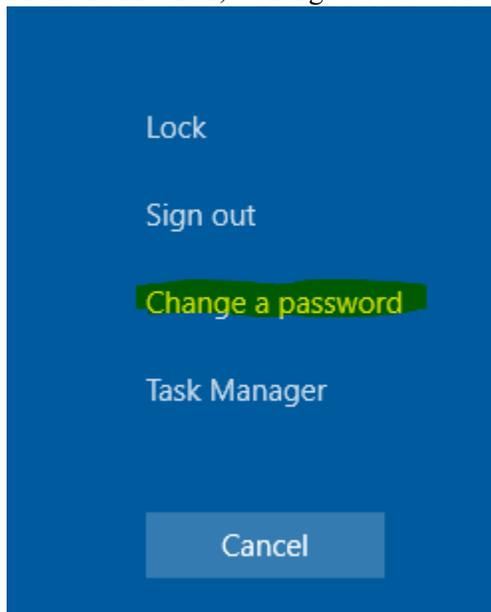
**Support Email:** [itshelp@hccc.edu](mailto:itshelp@hccc.edu)

**Website:** <https://www.hccc.edu/administration/its/index.html>

**Twitter:** @HCCC\_ITS

## How to Change Your Password on a Computer

1. Type your username (first part of your email e.g. jdoe)
2. Type your password (same as your email and portal)
3. Read and click OK to accept the HCCC Acceptable Use Procedure
4. Once you are logged in press Ctrl-Alt-Delete
5. From the list click, "Change a Password"



6. Type your existing password



HUDSON  
COUNTY  
COMMUNITY COLLEGE

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7. Type your new password and then again in the confirmation box

The screenshot shows a Windows 'Change a password' dialog box. The title bar reads 'Change a password'. The dialog is set for the domain 'HUDSON\pclay'. It contains four input fields: 'Old password', 'New password', and 'Confirm password'. The 'Confirm password' field has a right-pointing arrow button. Below the fields, it says 'Sign in to: HUDSON' and 'How do I sign in to another domain?'. At the bottom is a 'Cancel' button.